

## POSITION DESCRIPTION

Foster Care Worker – Foster and Kinship Care

<b>SERVICE STREAM</b>	Family Services
<b>LOCATION</b>	Logan
<b>CLASSIFICATION</b>	Level 4 to 5 - Mercy Community Services Enterprise Agreement.
<b>REPORTING RELATIONSHIP/S</b>	Team Manager

### OUR PURPOSE AND VALUES

Mercy Community Services exists to support and empower those who are poor, vulnerable, marginalised or in a position of disadvantage. We aim to be recognised as a leading provider and facilitator of quality, responsive community services

Our Values underpin all responsibilities of this position and are based on the ethos and mission of the Sisters of Mercy Brisbane and are aligned with Catholic Social Teachings

MERCY ACCEPTANCE EXCELLENCE DIGNITY EMPOWERMENT INTEGRITY

### POSITION PURPOSE

This role is responsible for the provision of high quality support to foster and kinship carers to assist carers to meet the identified needs of the children and young people placed in care.

### KEY PERFORMANCE REQUIREMENTS

<b>1. Mission, Vision and Values</b>	<ul style="list-style-type: none"> <li>• Execute the duties and functions of the role within the mission and values of Mercy Community Services.</li> <li>• Participate in mission formation programs and activities as required.</li> <li>• The model of care is consistent with the MCS mission and values, is articulated to staff and other stakeholders and reviewed regularly.</li> <li>• Practice the Sanctuary® Model, in line with MCS values.</li> </ul>
<b>2. Service Delivery</b>	<p><b>Level 5 Only</b></p> <ul style="list-style-type: none"> <li>• Deliver initial and ongoing training to prospective carer applicants and approved carers, in compliance with legislative or carer approval status requirements.</li> <li>• Undertake interviews which facilitate the comprehensive assessment of prospective carers, this may require planned after-hours and weekend home visits to complete such interviews with carers.</li> <li>• Prepare and complete reports on carers following their successful completion of training and assessment interviews for forwarding to the Department of Communities, Child Safety and Disability Services for initial approval.</li> </ul> <p><b>Level 4</b></p> <ul style="list-style-type: none"> <li>• In conjunction with a supervisor and your team monitor and undertake the process to meet review requirements of carers in accordance with the Child Protection Act 1999 with regard to foster carer agreements, approval review processes and renewal of Certificates of Approval for foster and kinship carers.</li> <li>• Assist the Foster Care Workers with the delivery of initial and ongoing training to prospective carer applicants and approved carers, in compliance with legislative or carer approval status requirements.</li> </ul> <p><b>Both Classifications</b></p> <ul style="list-style-type: none"> <li>• Using the applicable Model of Practice, service guidelines/frameworks, assist clients in achieving their goals as identified in relevant planning documentation developed in line with organisational procedures.</li> <li>• Work collaboratively with your line manager to identify client needs and</li> </ul>

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	<p>deliver appropriate services within available resources, continually assessing effectiveness and responding to changing needs and dynamics.</p> <ul style="list-style-type: none"> <li>• Build and maintain trusting and meaningful working relationships with clients and relevant stakeholders.</li> <li>• Support and provide opportunities for life and personal skill development for clients by role modelling expected behaviours.</li> <li>• Assist with recruitment, induction and associated processes for foster and kinship carers to meet identified placement needs of children requiring out-of-home care.</li> <li>• Ensure carers are provided with regular information regarding legislation and policy changes from Department of Communities, Child Safety and Disability Services or Mercy Community Services, where it relates directly to their care role.</li> <li>• Provide high quality support for carers and ensure carers are assisted to develop positive solutions to child management problems and crisis situations, in compliance with the Statement of Standards (Child Protection Act 1999).</li> <li>• Monitor the placement and care of children and young people with foster and kinship carers, conduct regular home visits and observation of children/young people, and complete case notes and reports as required by Mercy Community Services.</li> <li>• Participate in meetings with team members, foster carers, parents, the Department of Communities, Child Safety and Disability Services, local area support groups with carers, and attend regional foster care meetings, forums and interagency meetings, as required by the line manager.</li> <li>• Encourage and assist the child/young person to be actively involved in activities that enhance their wellbeing, relationships and resilience, including school, recreational, sporting, religious and cultural activities, or any other special activities.</li> <li>• Identify cultural needs and connect children and young people with culturally appropriate resource options in their local community, in accordance with the intervention plan for the young person and as directed by the Foster Care Caseworker or line manager.</li> <li>• The provision of in-home support to foster and kinship carers within the program during times of stress or crisis.</li> <li>• Prioritise and manage tasks to ensure all client and program needs are met.</li> <li>• Contribute to a positive and effective team culture that is responsive to cultural diversity and equity.</li> <li>• Maintain confidentiality and provide effective service to both internal and external stakeholders from culturally diverse backgrounds.</li> <li>• Communicate effectively, both verbally and in writing, with a wide range of stakeholders in a professional and timely manner to promote positive working relationships.</li> <li>• Work as an effective team member in accordance with Mercy Community Services mission, purpose and values.</li> </ul>
<b>3. Documentation, Quality Systems &amp;</b>	<ul style="list-style-type: none"> <li>• Comply with all Mercy Community Services policy and procedures.</li> <li>• Perform duties in accordance with organisational requirements.</li> <li>• Produce legible and legally defensible case notes, incident reports (client and</li> </ul>

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<b>Continuous Improvement</b>	<p>staff) and/or other documentation as required by organisational procedures and legislation.</p> <ul style="list-style-type: none"> <li>• Assist with the release of personal, private or confidential information in line with the MCS Privacy Policy, privacy legislation and the Child Protection Act.</li> <li>• Ensure documentation is created, stored and archived in line with MCS, licencing and quality assurance requirements.</li> <li>• Obtain and maintain receipts for purchases made and process these in accordance with MCS policy and procedure.</li> <li>• Identify improvements to policy, procedures, work instructions, other organisational systems and the work environment.</li> <li>• Participate in the consultation and/or the development, implementation and review of relevant MCS policy, procedures, work instructions and other documentation, as required.</li> <li>• Develop or assist in the development of systems to maintain data and statistics to inform service delivery and contribute to accountability for outcomes achieved.</li> <li>• Assist with the monitoring of compliance with policy, procedures, work instructions, other organisational and legislative requirements.</li> <li>• Work collaboratively with relevant stakeholders to prepare, undertake and maintain external licensing/accreditation requirements.</li> </ul>
<b>4. Work Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Adhere to safe work practices at all times.</li> <li>• Implement systems to ensure a safe workplace for all staff and members of the public.</li> <li>• Report incidents and hazards immediately, in line with organisational procedures.</li> <li>• Take immediate action to address identified/reported workplace health and safety matters in line with the hierarchy of controls/organisational requirements.</li> </ul>
<b>5. Other Duties</b>	<ul style="list-style-type: none"> <li>• Participate in staff development and team meetings.</li> <li>• Engage in reflective practice and participate meaningfully in regular supervision sessions within MCS guidelines.</li> <li>• Other duties as directed.</li> </ul>

### POSITION REQUIREMENTS

Required to have	Beneficial to have
<p><b>Level 4</b></p> <ul style="list-style-type: none"> <li>• Minimum of a Diploma in Social Work, Human Services or related discipline or extensive experience within a similar role.</li> </ul> <p><b>Level 5</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualification in Social Work, Human Services or related discipline.</li> <li>• Demonstrated skills and experience in working with children and families, particularly in assisting with the assessment, planning processes and support around the management of children with difficult behaviours.</li> </ul> <p><b>Both Classifications</b></p>	<ul style="list-style-type: none"> <li>• Sound understanding and knowledge of the Queensland child protection system.</li> <li>• An understanding of Aboriginal and Torres Strait Islander peoples, cultures and societies and the issues which impact upon them in contemporary society together with a commitment to culturally appropriate engagement and practice.</li> </ul>

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<ul style="list-style-type: none"> <li>• Demonstrated experience in the support and mentoring of children and young people in out of home care.</li> <li>• Demonstrated intermediate ability to use computer IT systems including MS Word and Excel.</li> <li>• Queensland Provisional Green or above Driver Licence.</li> <li>• Ability to obtain positive notice in the Working with Children Check (Blue Card) and any other legislatively required personal history screening as required.</li> <li>• Evidence of current vaccination against whooping cough or willingness to obtain prior to commencement, unless applicable exemption provided as per the relevant MCS procedure.</li> </ul>	
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### KEY SELECTION CRITERIA

1.	Highly developed interpersonal skills with the ability to build rapport and professional working relationships within the community and with both government and non-government organisations.
2.	Demonstrated knowledge and understanding of the developmental needs of children and young people, the impacts of trauma, and the resulting emotional and behavioural issues and the ability to build positive relationships with children and young people in care.
3.	Demonstrated time management skills, with the ability to balance and prioritise various stakeholder priorities, client engagement and administrative requirements.
4.	Demonstrated ability to analyse, evaluate and make objective judgements, and the ability to articulate recommendations for carer assessments within a structured assessment framework.
5.	Willing and able to work within a Christian context and Mercy Community Services' mission, purpose and values.

### EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have read and agree with the position description given, and will adhere to the tasks and performance expectations therein.

Signed:

Name (*please print*):

Date:

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